

**CLASS TITLE: EDUCATION UNIT REPRESENTATIVE**

**Class Code: 02536400**  
**Pay Grade: 26A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To provide technical advice and assistance to various parties involving their rights and obligations under the Workers' Compensation Act; to assist injured workers at informal hearings as governed by the Workers' Compensation Act; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior; work is reviewed for compliance with departmental policies, rules, regulations and provisions of Workers' Compensation Act.

**SUPERVISION EXERCISED:** As required, supervises the work of subordinate positions assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide technical advice and assistance to various parties involving their rights and obligations under the Workers' Compensation Act.

To assist the injured employee in preparation for and at informal Workers' Compensation hearings, and to help in providing the necessary documentation at said hearings.

To provide both routine and technical advice and/or information to the general public regarding rights and responsibilities under the Workers' Compensation Act.

To attempt to settle disputes between injured workers, insurance companies, employers, purveyors of services, and any other interested parties prior to an informal hearing.

To conduct in person interviews; both in office and field.

To gather and prepare information necessary for use at informal hearings.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the Workers' Compensation Act; the ability to interpret and explain pertinent provisions; the ability to communicate, both orally and in writing, with all involved parties including injured workers, employers, insurance carriers, doctors, union officials, and other interested parties; the ability to request, obtain and disseminate information to bring the interested parties together and try to resolve a dispute including presentation to a hearing officer; the ability to obtain and disseminate information; the ability to present testimony at informal hearings; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and

**Experience:** Such as may have been gained through: employment providing experience demonstrating a level of expertise roughly equivalent to that of insurance claims analyst or adjuster.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 27, 1993

Editorial Review: 3/15/03